



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 01-04-009	OPENING DATE: 03-01-04	OPEN UNTIL FILLED First Screening Date: 04-09-04	OPEN TO ALL APPLICANTS
POSITION: Director of Social Services	TYPE OF APPOINTMENT: Court Executive Service		SALARY: \$107,800 - \$136,000
DIVISION: Social Services	LOCATION: 409 E Street, NW		TOUR OF DUTY: Full-time

BRIEF DESCRIPTION OF DUTIES: The Social Services Division of the D.C. Superior Court, which serves as the juvenile probation system for the District of Columbia, provides information and recommendations to assist the Family Court in making individualized decisions in all dispositional phases of the adjudication process. The Division provides supportive social services to youth and families under the purview of the Family Court and provides court-supervised alternatives to incarceration. Incumbent plans, develops, implements and directs the services provided by the Division. Incumbent has direct authority over all juvenile probation services and operations for the Superior Court, including the Juvenile Drug Court, subject to the supervision of the Clerk of the Court. Provides services such as diversion, intake, assessment and diagnostic reports, supervision and counseling, education and training, and such other services as prescribed by the Family Court. Manages these operations by formulating top-level policies and standard practices consistent with the legal mandates of the position. Administers, directs and supervises the work of a Deputy Director and Program Managers comprising the Executive Committee and, with their assistance, develops the annual Division operating budget, determines ongoing development of Division objectives and standard practices, and assures compliance with the Court's Strategic Plan. Manages a professional staff of approximately 135 employees consisting of supervisors, clinical psychologists, social workers, probation officers, and deputy clerks located in four separate sites across the District of Columbia. Frequently advises the Chief Judge, Presiding Judge of the Family Court, Executive Officer and Clerk of the Court regarding delivery of social services to families throughout the District of Columbia. Incumbent must display leadership competencies of leading change and people, being results driven, and possessing business acumen and communication skills.

MINIMUM QUALIFICATIONS: A bachelor's degree in criminal justice, social work, psychology, human resource management, social sciences or a related field, plus six (6) years of senior level management experience in planning, administering and evaluating social services programs in a court or related social service environment. An advanced degree in a relevant field is preferred.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.

- 1. Strong leadership skills and experience, in order to lead a management group which plans programs, writes procedures, develops performance objectives, assesses staff needs, conducts appropriate training, and initiates a variety of organizational development efforts.**
- 2. Ability to establish and maintain effective working relationships with Judges, court managers and employees, government and community social service organizations, and national juvenile justice agencies, in order to improve standards of service, care and treatment of juvenile justice clientele and training of professional staff.**
- 3. Excellent oral, written and computer skills, in order to prepare a wide variety of informational materials and presentations in Word, Excel, PowerPoint and other mediums.**
- 4. Ability to select, supervise and evaluate staff, and to manage work assignments to ensure timely accomplishment of the Division's goals and objectives.**
- 5. Ability to direct the development of long range planning, and to prepare written testimony and detailed data to support budget requests to accomplish the projected operating goals of the Division over a multi-year period.**

SELECTION PROCESS: After review of applications and ranking factors, a structured oral interview may be required of the highest qualified candidates.

Submit D.C. Courts' Employment Application and Ranking Factor Responses to:
D.C. Courts, Human Resources Division, 515 5th St., NW, Room 213, Washington, DC 20001.

For a court application, call (202) 879-0496, or visit our web site at www.dccjobs.gov.

The D.C. Courts provide federal government benefits, including health and life insurance and Thrift Savings Plan participation along with other supplemental benefits (transportation subsidy, flexible pre tax spending plans, and employee assistance programs).

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.